



PROPOSITION 39 PRE-APPRENTICESHIP SUPPORT, TRAINING AND PLACEMENT

Request For Applications

February 2014

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PROPOSITION 39 PRE-APPRENTICESHIP SUPPORT, TRAINING AND PLACEMENT REQUEST FOR APPLICATIONS

Section 1 Overview

A. Introduction

The California Workforce Investment Board (State Board) is pleased to announce the availability of up to \$3 million in Proposition 39 Clean Energy Job Creation funds to implement and support energy efficiency-focused “earn-and-learn” job training and placement programs targeting disadvantaged job seekers. The State Board will fund projects that fill critical workforce skill gaps by creating opportunities for California job seekers to earn industry-valued credentials and enter into apprenticeship or direct employment in the energy efficiency or construction sector. In addition, the State Board is interested in funding applications that further advance the goals of California’s Strategic Workforce Development Plan 2013-2017 - *“Shared Strategy for a Shared Prosperity”* (Strategic Plan) and build workforce system infrastructure and capacity through:

- **Collaboration** among regional partners in the development and delivery of “earn and learn” and pre-apprenticeship models in the energy efficiency/construction sector.
- **Innovation** that creates new or adapts existing approaches or accelerates application of promising practices in workforce development and skill attainment.
- **System change** that utilizes these sub-grants to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.

B. Project Goals and Objectives

California is a recognized leader in the development and implementation of environmental and energy efficiency policies and climate change management practices. The State and its workforce community are focusing on the industries that make up California’s green/clean economy that hold opportunity to improve both the economic health of the State and the physical well being of its citizens. The State Board estimates that approximately two-thirds of the jobs created by Proposition 39 Clean Energy Job Creation funded projects in California will be in traditional construction trades occupations and will have “green skill” elements that are critical to improving energy efficiency, in school facilities across the state.

The State Board will use this Request for Application (RFA) to train Californians for entry-level employment and create career pathways that are driven by public and private investment in energy efficiency and green building standards. Projects funded under this RFA will create opportunities for at-risk youth, veterans, and other disadvantaged or disconnected job seekers to improve their qualifications for energy efficiency occupations and qualify for state-certified apprenticeship programs, community college career programs, and direct job placement.

Project Goals:

- Train up to 300 at-risk youth, veterans, and other disadvantaged job seekers in green job skills
- Create structured pathways to apprenticeship
- Build the energy-efficiency workforce
- Align systems and leverage funding to optimize results and reduce service duplication

Successful applications will create or expand regional partnerships that include local workforce investment boards (LWIB), community colleges, community-based organizations, labor organizations, and industry associations or coalitions of employers. Funds awarded under this RFA may be used to provide training, “earn and learn” activities, support services, and job placement assistance. In addition, the State Board will make funding available for technical assistance and capacity building among key stakeholders, and for development of program elements, tools, and service strategies that advance project and system efficiency and effectiveness.

C. Program Design

California’s Strategic Plan prioritizes the development of regional sector initiatives and “earn and learn” strategies that build career ladder opportunities for California workers and job seekers. In an effort to serve at-risk youth, veterans, and disadvantaged or disconnected job seekers facing barriers to employment and address near and long-term employer skill needs, California is focusing on workforce and economic development in strategic industry sectors.

This strategy concentrates on ongoing skills attainment through career pathway models focused on regional growth industries and drawing on lessons from the traditional apprenticeship model of preparing workers using a work-based learning approach and classroom training in alignment with industry-recognized standards and credentials. This strategy provides maximum employment outcomes through mobility among multiple employers within an industry sector and is a proven workforce development strategy for the long-term unemployed, veterans, and those with barriers to employment.

Applicants will be required to identify the regional construction and energy efficiency occupational demand and job seeker skill gap(s) that will be addressed through the project. The State Board will fund applications that demonstrate how these workforce challenges will be met through the proposed programs that include the following elements:

- Pre-apprenticeship training aligned with local building trades councils and based on nationally certified Multi-Craft Core Curriculum (MC3). MC3 is a pre-apprenticeship program designed by the National Building Trades Department of the AFL-CIO. This program provides a pathway to post-secondary education and careers in any of the Building Trades from high school or community college to joint industry registered apprenticeships.

- Training and placement requirements developed in alignment with construction and energy-efficiency work opportunities.
- Regional partnerships, resource and program alignment among local workforce investment boards (LWIB), employers, organized labor, K-12 education entities, Community Colleges, California Conservation Corps, certified community conservation corps, and community-based stakeholders.
- Rigorous performance and evaluation methods to ensure program efficacy and continuous improvement.
- Development of sustainability models to increase scale and/or replication of successful programs.

D. Program Activities

The Strategic Plan prioritizes the development of career pathways and career ladder opportunities in demand occupations in priority industry sectors, including “green jobs” and construction trades. In addition, the Strategic Plan emphasizes the coordination of state-approved apprenticeships with pre-apprenticeship training and creating pipelines for job seekers into apprenticeships and journey-level employment. This solicitation aims to prepare job seekers, especially at-risk youth, veterans, and others with barriers to employment, for both jobs created by Proposition 39 Clean Energy Job Creation-funded energy efficiency upgrade projects as well as long-term career opportunities within the construction sector.

Under this RFA, the State Board will fund activities in three (3) program elements:

1. **Technical Assistance & Capacity Building** – Regional, statewide, or stakeholder-based projects that increase the scale, effectiveness, and/or replication of successful pre-apprenticeship training programs, job placement efforts, and service delivery strategies.
2. **Development** – Creation of short-term (6 month) projects that develop program and/or system infrastructure necessary for successful training implementation.
3. **Training Implementation** – Training Implementation grantees are required to develop performance targets/goals related to the specific focus of these grants, including completion of the Multi-Craft Core Curriculum Training (MC3) and achievement of certificate, placement in state-certified apprenticeship, placement in continuing education, and/or placement in employment. Applications that include elements or strategies to sustain the programs beyond the term of the grant or develop the infrastructure to increase scale and capacity of the energy efficiency/construction workforce development system will be highly competitive.

Element	Scope	Activities
Technical Assistance & Capacity Building	Regional, Statewide, Stakeholder-specific (e.g. Community College, WIBs, labor, etc.)	<ul style="list-style-type: none"> • Creation of technical assistance materials, tools, and other resources for grantees and/or project stakeholders. (Including electronic) • Development and delivery of capacity-building curricula, workshops, and “Train the Trainer” strategies. • Grantee and stakeholder convening, partnership brokering/development, cross-system information sharing, and field building activities. • Best practice dissemination, development of resources for program replication, and strategies to increase program scale.
Development	Regional, Statewide	<p>Short-term, fast-tracked creation of program and/or system infrastructure for implementation, such as:</p> <ul style="list-style-type: none"> • Partnership development and stakeholder convening. • Industry, occupational, and training gap analyses. • Development of articulation agreements, or interagency collaborative infrastructure. • Curriculum development, innovations in service delivery elements
Training Implementation	Regional	<p>Delivery of Pre-apprenticeship Training and Job Placement including:</p> <ul style="list-style-type: none"> • Outreach and Recruitment • Assessment • Career Counseling • Training-related support services • MC3 Pre-Apprenticeship Training • Work-based learning • Transition to apprenticeship, further education, and /or job placement • Follow-up and re-employment • Implementation structure to include multi-stakeholder partnerships and Industry Advisory Panel. • Minimum # of trainees per grant = 50

E. Funding

Funding under this RFA will be provided from the Clean Energy Job Creation Fund. The State Board and the California Community College Chancellors Office will award grants solicited through this application process. **Applicants may bid on one or more program elements of this RFA. However, separate applications must be submitted for each individual program element.**

Program Element	Anticipated # of Grantees	Duration	Grant Range
Technical Assistance & Capacity Building	2-5	6-18 months	<u>\$25,000 - \$150,000</u>
Development	2-6	6 months (Rolling Start Dates)*	<u>\$25,000 - \$50,000</u>
Training Implementation	4-6	18 months**	<u>\$250,000 - \$750,000</u>

**Applications for Development grants will be accepted on an on-going basis, pending availability of funds.*

***The State Board reserves the option to extend Training Implementation grants up to an additional 24 months.*

Allowable uses of funds

Grantees awarded funds under this RFA must comply with all requirements of the line Item 6110-280-0001 of the Budget Act of 2013. All activities must be directly related to the purpose detailed in this RFA and solely related to industries related to the development, deployment, and/or adoption of energy-efficiency focused “earn-and-learn” job training and placement programs targeting the eligible participants in Section F.

F. Eligible Participants

The Proposition 39 Training Implementation funds offered under this RFA are designed to address the training and employment needs of California’s at-risk youth (up to 25 years of age), veterans, and other disadvantaged or disconnected job seekers. Eligible participants in funded projects must be at least 18 years of age upon pre-apprenticeship training completion. Training Implementation applications must describe the demographic characteristics, and barriers to employment of training program participants that will be served.

G. Eligible Applicants

Eligible applicants for all program elements will include LWIBs, labor organizations, K-12 education entities, community colleges and adult schools, and community-based organizations; any of which may serve as the fiscal agent for the required regional partnership. Priority will be given to partnerships that include the participation of LWIBs, labor unions in the construction trades, and youth workforce development organizations; particularly the California Conservation Corps at the state or local level.

Partnerships

Strong partnerships are an essential component of all program elements of this project and will require the grantees to develop working relationships with both local and regional stakeholders.

Training Implementation applications must demonstrate that a high level of coordination exists or that formalized linkages are in the process of being established. Successful applicants will demonstrate work with a broad mix of partners, which may include:

- California Community Colleges
- California Conservation Corps (State level), and certified community conservation corps
- Labor organizations, including local labor and Building Trades Councils, and Joint Apprenticeship Training Committees
- Community-based organizations
- Workforce Investment Boards
- Coalitions of industry employers (via industry advisory panels)

H. Oversight & Coordination

The Green Collar Jobs Council (GCJC)

The GCJC is a permanent special committee of the State Board enacted by the Green Collar Jobs Act of 2008 (California Unemployment Insurance Code §15002). Under the purview of the State Board, the GCJC is charged with developing and updating a “strategic initiative” framework to address emerging skills demands due to expanded use of renewable energy sources and energy efficiency to meet state policy goals. The GCJC will serve in an oversight and advisory capacity for the implementation of this grant program. The GCJC will seek to enhance California’s capacity to serve youth and veterans and coordinate with community based organizations, contractors, labor organizations through identifying technical assistance needs, exploring investment strategies, and applying lessons learned beyond the term of this grant program. More information is available on The Green Collar Jobs Council website at http://www.cwib.ca.gov/sc_green_collar_jobs_council.htm.

California Community Colleges Chancellor’s Office (CCCCO)

The CCCCCO will provide additional resources to projects and partnerships that include California Community Colleges as training entities for implementation grants awarded under this RFA. Additionally, CCCCCO is supporting regional collaborations among community colleges and other

stakeholders that may leverage MC3 alignments with community college training programs that will prepare students for careers in occupations that will support capital investments in building the energy efficiency workforce. More information is available on the California Community Colleges Chancellor's Office at <http://www.cccco.edu/>.

California Conservation Corps (CCC)

The CCC will provide guidance to their field operations to achieve alignment with MC3 training providers and state-certified apprenticeship training programs. Applicants for Training Implementation grants that include recruitment and training strategies aligned with CCC programs and graduates, and develop mechanisms to engage and enroll CCC members will be highly competitive. Certified community conservation corps that are 501(c)3 non-profits may submit applications for any of the three program elements. However, they must meet all other program activity and eligibility requirements. More information is available on the California Conservation Corps website at <http://www.ccc.ca.gov/Pages/default.aspx>.

Building Trades National Standing Committee

The State Board is seeking to implement the innovative Multi-Craft Core Curriculum (MC3) that can serve as a pipeline of apprentices for state-approved apprenticeship training programs in occupations that will grow with demand in construction resulting from our state's movement for gaining further energy efficiencies. MC3 was developed by the Building Trades National Standing Committee on Apprenticeship and Training by identifying courses that cut-across all building trades' apprenticeship programs – a common core curriculum. Training Implementation grantees will be required to gain approval from the Building Construction Trades Department of the AFL-CIO through building trades councils or Joint Apprenticeship Training Committees to provide the MC3 to participants. More information on the Multi-Craft Core Curriculum is available http://www.efficiencycities.org/wp-content/uploads/062309/BCTD%20TriFold_v6.pdf.

Industry Advisory Panel

Applicants awarded Training Implementation grants will be required to convene an Industry Advisory Panel made up of regional employers and labor representatives that are committed to providing information on skill requirements, hiring practices, and apprenticeship and job opportunities in order to align the supply and demand side of the pre-apprenticeship training programs. Grantees may expand on the work of an existing committee or group in order to provide this oversight function.

Learning Community

The State Board is committed to implementing continuous improvement, innovation, and system change strategies. This RFA will develop a Learning Community of grantees, staff, partners, and other key stakeholders. Grantees and their program partners will access peer

and expert technical assistance, share successful program models, and coordinate performance criteria and evaluation activities through the Learning Community.

I. Performance

Training Implementation applicants will be required to propose program performance targets/goals (final targets will be negotiated with successful applicants). Performance measures for Training Implementation grants will include:

- Attainment of Industry-Valued Credentials (successful completion of MC3 curriculum)
- Placement in State-Certified Apprenticeship
- Placement in Continuing education
- Placement in Construction/Energy Efficiency Employment
- Retention in Employment/State-Certified Apprenticeship
- Income Increase

J. Program Evaluation

The State Board will develop an evaluation of program effectiveness and produce quarterly reports on program activities and outcomes. Grantees will be required to submit brief narrative reports on program progress and validate a client data-tracking dashboard, which will be made available to the State Board, GCJC and other stakeholders.

Section 2 Significant Dates

EVENT	DATE*
RFA Release	February 21, 2014
Application Workshop	To be announced: State Board Website
RFA Questions Due	March 14, 2014
RFA Answers Released	Weekly on the State Board Website
<u>Technical Assistance & Capacity Building and Training Implementation</u> Applications Due (by 3:00 p.m.)	March 28, 2014
<u>Development</u> Applications Due (by 3:00 p.m.)	March 27, 2015
Initial Award Announcement	April 11, 2014

**All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this RFA.*

Section 3 Proposal Submission Instructions

This RFA contains the requirements that applicants must meet in order to submit a responsive proposal. The RFA provides information regarding the format in which proposals must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicants' responsibilities.

The following are incorporated by reference as part of this RFA:

- GTC - 610 - General Terms and Conditions for all contracts except Interagency Agreements.
- CCC - 307 - Contractor Certification Clauses effective 3/28/2007

These documents can be found on the Department of General Services website:

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

Application Deadline

The deadline for the **receipt** of applications is, **March 28, 2014, at 3 p.m. Pacific Time. Late applications will not be accepted.**

Application Delivery Method and Addresses

Applications must be submitted **electronically** in Portable Document Format (PDF) to:

Cory Buttler
cory.buttler@edd.ca.gov
and
Kelly Luong
Kelly.luong@cwib.ca.gov

Application Questions

Questions regarding the instructions for this RFA may be sent to the State Board's Policy Analyst at Kelly.luong@cwib.ca.gov. Cumulative questions and answers will be posted to the State Board's website on a weekly basis until the RFA is closed.

Section 4 Required Application Content

A. Minimum Requirements

All applications must adhere to the required format and in order to be competitive must include all of the requested information, completed forms, and attachments for the program element. The application must meet the minimum requirements listed below. **Applications that do not adhere to these requirements will be determined non-responsive and will not be scored or considered for funding.**

- Applicants must use the specific instructions and complete all requested forms.
- Applicants may bid on multiple program elements; however each application must be submitted separately.
 - **Qualified Business:** If the Applicant is a Corporation, the Applicant must be registered with the Secretary of State's Office to do business in California. "Doing business" is defined in California Revenue & Taxation Code Section 23101 as actively engaging in any transactions for the purpose of financial or pecuniary gain or profit. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California.
 - **Company must be in Good Standing.** Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
 - **Subcontractors:** No subcontracting will be allowed to circumvent competitive bidding. The subcontracting services and amount shall not exceed 25 percent (25%) of the Agreement. The Contractor shall be solely responsible for fulfilling the requirements of the Agreement.

The Contractor agrees that any subcontractors to this Agreement must be approved in advance by EDD. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

The Grantee shall monitor subcontractor activity and compliance. This monitoring shall be verified by EDD Workforce Services Branch as part of the grant management for this program.

- **Audit Provision:** Contractor agrees that CWIB, EDD, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain

such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC § 8546.7, PCC § 10115 et seq., CCR Title 2, § 1896).

- **Insurance Requirements:** The Applicant shall not commence performance under this Agreement until the Applicant has provided the CWIB with a certificate of insurance stating that there is a liability insurance presently in effect for the Contractor with a Combined Single Limit (CSL) of not less than \$1,000,000 per occurrence. The Applicant shall provide written notice to EDD within five (5) business days of any cancellation, non-renewal, or material change that affects required insurance coverage. The certificate of insurance must include the following provision:
 - The State of California, its officers, agents, employees, and servants are included as additional insured's, but only with respect to work performed for EDD under this contract.
 - **Workers' Compensation Insurance:** The Applicant shall not commence performance under this Agreement until the EDD is provided with one of the following:
 - a. A certificate of insurance issued by an insurance carrier licensed to write Workers' Compensation insurance in the State of California, which includes the name of the carrier and the date of expiration of the insurance; or,
 - b. A certificate of consent to self-insure issued by the Director of the Department of Industrial Relations.

B. Application Requirements

The Technical Assistance and Capacity Building application narrative is limited to 5 pages, 1-inch margins, in a font no less than 12 point excluding forms and cover page.

The Development application narrative is limited to 5 pages, 1 inch margins, in a font no less than 12 point excluding forms and cover page.

The Training Implementation application narrative is limited to 10 pages, 1-inch margins, in a font no less than 12 point excluding forms and cover page.

Applications that do not adhere to these requirements will be scored; however, a 3-point penalty will be assessed for those that do not meet this requirement.

All applicants must submit the required forms and attachments, and complete the checklist included on the cover page. These include:

DOCUMENT NAME/DESCRIPTION	FORM PROVIDED
Cover Page	YES
Proposal Narrative	NO
Form 1: Project Budget	YES
Form 2: Budget Detail	YES
Form 3: Workplan (Technical Assistance & Capacity Building and Development proposals only)	YES
Form 4: Participant Plan (Training Implementation proposals only)	YES
Form 5: Worker's Compensation Certification	YES
Form 6: CCC-307	YES
Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES
Form 8: Bidder Declaration	YES
Proof of registration with the California Secretary of State's Office (if applicable, see Section 4 A)	NO

Section 5 Award and Contracting Process

A. Application Requirements, Evaluation and Recommendation for Funding

The application narrative for each program element should address each of the sections outlined in the Application Elements and Activities Table. All applications must include the required forms and cover page. Applications will be reviewed and prioritized by a panel of workforce development subject matter experts, including representation from industry, labor and state agencies. The scoring value of each section of this RFA is included in the Program Element Tables below.

Program Element: Technical Assistance & Capacity Building Table		
Section	Description	Points
I. Statement of Need	<ul style="list-style-type: none"> Describe the provider, partner, industry, or system stakeholders to be served through the Technical Assistance or Capacity Building project. Define the challenges and opportunities to be addressed. 	10
II. State, Regional, or Stakeholder Coordination	<ul style="list-style-type: none"> Identify the scope of the strategy to be addressed by the grant: Regional, Statewide, or Stakeholder specific. Describe how the applicant will engage the applicable areas and stakeholders, and techniques and strategies to be utilized for initial and on-going technical assistance and capacity building. 	10
III. Project Plan	<ul style="list-style-type: none"> Provide an overview of the project, and the project strategies, activities and timeline. Identify the key levers for program improvement (staff, instructors, programs, systems, stakeholders, etc.) and how this project will address one or more of these. Describe the anticipated outcomes of the Technical assistance and capacity building activities. 	30
IV. Expertise	<ul style="list-style-type: none"> Describe the applicant's history of providing technical assistance or capacity building, and two projects that demonstrate past success in a similar or related area. Describe how this project will advance the applicant's knowledge or strategy as a technical assistance or capacity building provider. 	20
V. Innovation	<ul style="list-style-type: none"> Describe how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment. 	10
VI. System Change	<ul style="list-style-type: none"> Describe how the project will leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period. 	10
VII. Budget & Work Plan	<ul style="list-style-type: none"> <i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of leveraged resources for this project. <i>Project Budget and Budget Detail (RFA Form 1 & RFA Form 2)</i> – Applicants must provide detailed budget information. <i>Work Plan (RFA Form 3)</i> – Applicants must provide work plan activities and goals. 	10
Proposal narrative must not exceed 5 pages, not including required forms.		
Total Possible Points		100

Program Element: Development Table		
Section	Description	Points
I. Statement of Need	<ul style="list-style-type: none"> Describe the providers, service delivery, or system infrastructure to be targeted for the short-term Development project. Define the challenges and opportunities to be addressed. 	10
II. State or Regional Coordination	<ul style="list-style-type: none"> Identify the scope of the strategy to be addressed by the grant: Regional or Statewide. Describe how the applicant will engage the applicable stakeholders, and techniques and strategies to be utilized for development of infrastructure. 	10
III. Project Plan	<ul style="list-style-type: none"> Provide an overview of the project, and the project strategies, activities and timeline. Identify the key levers targeted for program or system infrastructure development (funding, information, service delivery, etc.) and how this project will address one or more of these. Describe the anticipated outcomes of the development activities. 	30
IV. Expertise	<ul style="list-style-type: none"> Describe the applicant's history developing program or system infrastructure improvements, and two projects that demonstrate past success in a similar or related area(s). 	20
V. Innovation	<ul style="list-style-type: none"> Describe how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment. 	10
VI. System Change	<ul style="list-style-type: none"> Describe how the project will leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period. 	10
VII. Budget & Work Plan	<ul style="list-style-type: none"> <i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of leveraged resources for this project. <i>Project Budget and Budget Detail (RFA Form 1 & RFA Form</i> 	10

	<p>2) – Applicants must provide detailed budget information.</p> <ul style="list-style-type: none"> • <i>Work Plan</i> (RFA Form 3) – Applicants must provide work plan activities and goals. 	
Proposal narrative must not exceed 5 pages, not including required forms.		
Total Possible Points		100

Program Element: Training Implementation Table		
Section	Description	Points
I. Statement of Need	<ul style="list-style-type: none"> • Provide a snapshot of the regional construction/energy efficiency sector including types of development/construction work (e.g., private or public development, infrastructure, residential, etc.) and industry growth projections. • Identify the high demand construction/energy efficiency occupations (due to growth and/or replacements, or skill gaps), in the local/regional area that will be targeted under the grant. • Identify the regional skill shortages and how the project will address those shortages. • Describe the characteristics of the target populations (at-risk youth, veterans, and other disadvantaged or disconnected job seekers) being served. Include a summary profile of the employment barriers among the target populations and the implications on the project service design. 	10
II. Regional Coordination and Partnerships	<ul style="list-style-type: none"> • Identify the regional area being served by the grant and the partners involved in the program design and delivery. • Describe how the applicant will partner with employers, educators, and other stakeholders, their roles in the project, and the expected outcomes for each partner. • Describe the role of the local building trades in the regional partnership and include a copy of a partnership agreement among them. 	10
III. Project Plan	<ul style="list-style-type: none"> • Provide an overview of the project, number of participants to be served and anticipated performance outcomes for participants. Include outcomes for employers, innovation and system change goals as appropriate to the project. • Describe the project's career pathway approach and participant/client flow. • Describe the strategy for outreach and recruitment of participants from the priority populations and other target populations for the project. Include outreach and recruitment of California Conservation Corps participants if applicable. 	20

	<ul style="list-style-type: none"> Describe the employer outreach and engagement approach and the job placement and re-employment strategy, including services to be provided to participants, unions, and employers. Include the strategy for recruitment and engagement of the Industry Advisory Panel. 	
IV. Pre-Apprenticeship Training	<p><i>Note: Applicants must include the MC3 training curriculum in the pre-apprenticeship training model. However, additional training or curriculum elements may be included in the overall program design.</i></p> <ul style="list-style-type: none"> Describe the training to be provided, and how this will be linked to specific crafts in demand in the region. Describe how the training will be tailored to meet the needs and experience of the priority population(s) the project will target. Identify the trades/crafts to be targeted for apprenticeship following completion of MC3 training and describe the role of the applicable unions in placing graduates in apprenticeship/employment. Identify the employers that will be involved in the training and their role in curriculum development, development of student learning outcomes, or other training-related activities. 	30
V. Innovation	<ul style="list-style-type: none"> Describe how the project will create new or adapt existing approaches or accelerate application of promising practices in workforce development and skill attainment. 	10
VI. System Change	<ul style="list-style-type: none"> Describe how the project will leverage the grant to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period. 	10
VII. Budget & Participant Plans	<ul style="list-style-type: none"> <i>Leveraged Resources</i> – Briefly describe the total project budget, amount of funding requested, the sources and use of leveraged resources for this project. <i>Project Budget and Budget Detail (RFA Form 1 & RFA Form 2)</i> – Applicants must provide detailed budget information. <i>Participant Plan (RFA Form 4)</i> – Applicants must 	10

	provide participant information and goals.	
Proposal narrative must not exceed 10 pages, not including required forms.		
Total Possible Points		100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the application. Only those applications deemed to be meritorious and in the best interests of the State will be recommended for funding.

A. Rejection of Proposal

The State Board reserves the right to waive any immaterial deviation in a proposal; however, the waiver of an immaterial deviation in a proposal shall in no way modify the document or excuse the successful proposer from full compliance with the proposal requirements after the contract is awarded.

The State Board reserves the right to reject all proposals, and is not required to award an agreement.

A proposal shall be rejected as non-responsive if:

- Received at any time after 3 p.m. Pacific Time on March 28, 2014;
- Incomplete or fails to meet the RFA specifications;
- Not prepared in the format described;
- The proposal contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The application shall be rejected if, in the opinion of the State, such information was intended to erroneously mislead the State in its evaluation of the application;
- An itemized budget is not enclosed and/or exceeds amount indicated;
- The proposer has received substantive negative contract evaluation from the State of California;
- The proposer has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990;
- It is found that the proposer is not responsible (i.e., has not paid taxes, has no business license, has submitted a proposal when license is subject to suspension on the date of the proposal opening and/or award of the contract, or during the proposed term of the agreement, submitted a proposal without an authorized signature, falsified any information in the proposal package, or has provided poor performance on a previous contract with the State Board, etc.); or,

- It is found, upon license verification with the Contractor's State Licensing Board, that a proposer's license is subject to suspension on the date of the proposal opening and/or award of the contract, or during the proposed term of the agreement.

B. Debriefings

Written debriefings of the evaluation results will not be provided to unsuccessful bidders. Oral debriefings may be provided at the State Board's discretion.

C. Disposition of Proposals

1. All materials submitted in response to this RFA will become the property of the State Board /EDD, and as such, are subject to the Public Records Act (Government Code, Section 6250, et seq.). The State Board and EDD will disregard any language purporting to render all or portions of any proposal confidential.
2. After proposals are evaluated and the notices of intent to award have been posted, all proposals shall be available for public inspection. However, the contents of all proposals, draft RFA's, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a proposer's proposal shall be held in the strictest confidence until the award is made. The State Board and EDD shall hold the content of all working papers and discussions relating to a proposal confidential indefinitely, unless the public's interest is best served by disclosure because of pertinence to a decision, agreement, or the evaluation of a proposal. A bidder's disclosure of this subject is a basis for rejecting a proposal and ruling the bidder ineligible to participate further in the bidding process.
3. The State Board/EDD may return a proposal to a bidder upon written request after **conclusion of** the bid process.

D. State Contract Requirements

This RFA and any resulting contract shall be subject to all requirements set forth in amended Public Contract Code (PCC), Section 6611 (AB 1756 amended PC 6611). DGS may perform contract negotiations relative to contracts for goods, services, and information technology and telecommunications, if it is determined to be in the state's best interest based on meeting the criteria identified within PCC 6611.

Section 6 Doing Business with the State of California

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Section 7 Appendices

A Sample Standard Agreement is available on the State Board Website.